

Guidelines for Constructive Dialogue

Shared Expectations for Committee Process

Ground Rules

Ground Rules for Participation and Conduct of Meetings

1. Start and stop on time.
2. Focus on the Committee's legislative mandate.
3. Stay on agenda topic.
4. Respect diverse experiences and opinions.
5. Every member is invited to participate.
6. One speaker at a time. Allow others to finish.
7. Cell phones off. Black Berries off.
8. No side conversations.
9. Silence implies consent.

Other appropriate ground rules:

A Facilitator will Assist the Committee

- Start and stop meeting on time.
- Confirm the specific meeting goal(s) at the start of each meeting.
- Recap what's been accomplished to achieve Committee's assignment.
- Keep the Committee on schedule with the agenda, unless the Committee agrees to extend the time for the item.

Ground Rules for Committee Logistics

1. Agenda will have Committee Feedback
 - Draft agendas will be sent out for comment.
 - Revised agendas will be sent out with final meeting reminder.
 - Agenda will be reviewed at start of each meeting.
2. Meetings will include Members, Alternates, and Committee Staff.
 - Members sit at the table.
 - Alternates are needed for each member.
 - Alternates will receive meeting agendas, notes, etc.
 - Alternates may attend meetings that the member is at.
 - *Where do Alternates sit? Do they speak up when Members are at the table?*
 - *Where do committee staff sit?*
3. Meetings may include Observers and Public Comments.
 - Open meeting.
 - *Where do observers sit?*
 - *Do observers have an opportunity to speak to the committee?*
 - *If so, at what part of the agenda shall this happen and for what time period?*
 - *If so, how does the Committee want to respond to comments?*
4. Meeting Notes will be prepared.
 - Meeting notes will summarize key points.
 - Notes will capture opinions, thoughts, agreements, and disagreements.
 - Draft meeting notes will be sent out prior to the next meeting.
 - Final meeting notes will be posted on Ecology's web page.

Ground Rules for Decision Making

Goal: Operate by consensus of all Committee members. This means each member can live with the recommendation.

- Recommendations are the product of the Committee.
- Recommendations will be a written statement signed by all members.
- If consensus is not reached, the Committee will articulate majority and minority opinions. A majority / minority report will be substituted for a consensus recommendation.